SCIFT (Standard Cultural Information Filing Template) v1.1

A Framework for Documenting Digital Cultural Heritage

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Standardized Metadata Template for Cultural Heritage Documentation

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Abstract

The Standard Cultural Information Filing Template (SCIFT) v1.1 is a structured, interoperable metadata framework designed for cultural archivists, community curators, and heritage documenters. It provides a standardized format for documenting intangible and tangible cultural heritage, aligning with global standards such as Dublin Core, Europeana Data Model (EDM), and Wikidata (P-ID). SCIFT's purpose is to facilitate accurate cultural description and long-term preservation, empowering local communities and institutions to manage their heritage data with integrity. By incorporating Sustainable Development Goals (SDGs), SCIFT links heritage safeguarding with global development priorities, bridging local knowledge to the global open data ecosystem.

Introduction

The digital preservation of cultural heritage requires a unified approach to metadata to ensure data is discoverable and usable worldwide. SCIFT v1.1 addresses this need by providing a comprehensive template that balances thoroughness with usability. The template supports diverse heritage types including oral traditions, performing arts, sacred sites, and knowledge systems. SCIFT's design is grounded in best practices from established metadata schemas and open data principles, serving as a practical tool for ensuring local cultural narratives gain global visibility and are preserved for future generations.

Metadata Fields

Below is the complete list of SCIFT metadata elements mapped to global standards:

Field Name	Description	Standard Mapping
Primary Title	The official or most common title of the cultural asset.	`dc:title, P1476`
Alternative Titles	Other names, local terms, or alternative spellings.	`dcterms:alternative, P1477`
Short Description	A concise narrative summary and cultural/historical context.	`dc:description, P973`
Type of Heritage	The broad category of heritage being documented.	`edm:hasType, P31`
Digital Format	The file format of the digital asset.	`dc:format, dcterms:type`
Repository Identifier	A unique, persistent ID for the item.	`P356, P818`
Date of Creation / Event	The date the asset was created or the event occurred.	`dc:date, P577`
Historical Period	The approximate historical period if an exact date is unknown.	`P2348`
Main Geographic Location	The primary location associated with the asset.	`dcterms:spatial, P276`
GPS Coordinates	Latitude and Longitude of the location.	`P625`
Creator / Curator Name	The individual or institution that created or archived the asset.	`dc:creator, P170, P50`
Role	The specific role of the creator (e.g., Cultural Heir, Researcher).	`schema:roleName`
Institution / Affiliation	The organization associated with the creator.	`dc:publisher, P123, P108`
Main Topic / Theme	The subject or main theme of the asset.	`schema:about, P921`
Associated Ethnic Group	The ethnic group or community of origin.	`schema:ethnicity, P172`
Primary Language	The main language used in the documentation (ISO 639-2 code).	`dc:language, P407`

Traditional Language	The traditional or local language used, if different.	P407
Related SDG Goals	The Sustainable Development Goals the asset relates to.	schema:about, P921
Safeguarding Status	The status of the heritage's preservation.	P4476
Transmission Methods	How the heritage is transmitted.	P2588
Part of Event / Project	The larger project or event the asset belongs to.	dcterms:isPartOf, P361
Digital File Link	A URL to the digital file on a repository.	schema:url, P856
Wikimedia Commons Link	A link to the image/media on Wikimedia Commons.	schema:image, P18
Related Websites / Articles	Links to supporting external resources.	P856
Copyright License	The copyright license under which the asset is published.	dc:rights, P275
Ownership Statement	The community or individual name that holds the original ownership.	dc:source, P485
Access Policy	The rules governing access to the data.	schema:accessMode
Form Completed by	The person who filled out the form.	schema:contributor
Date of Submission	The date the form was submitted.	schema:dateCreated
Approved by	The person or body that approved the data.	schema:authority

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